

The Maury County Government is currently accepting applications for a Nurse's Assistant 2 for the Maury County Health Department. Job specifications are as outlined below. Additionally, this position is in a specialty clinic and requires bilingual skills (Spanish/English).

Qualified applicants may apply at the Maury County Human Resources Department, One Courthouse Square, Suite 303, Columbia, TN 38401, Phone Number 931-375-2401.

Class Title:

NURSE'S ASSISTANT 2*

Abbreviation:

NURSE ASST 2

Class Code: **44512** EEO Code: **4** Analyst: **EX** Effective Date: **OCT 1, 1995**

(NOTE: Class Specifications are descriptive only and not restrictive; they shall not be construed as declaring the extent or what the duties and responsibilities shall be, or as limiting or in any way modifying the power of the appointing authority to assign duties or to direct or control all employees under his/her supervision, the typical tasks shall not be held to exclude others not mentioned that are of similar kind or quality)
PR-0018 (REV. 1-86)

STATE OF TENNESSEE

DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

SUMMARY: Under general supervision, is responsible for nurse assisting duties of average difficulty in providing basic support to licensed health care providers; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Nurse's Assistant sub-series. An employee in this class may be assigned to work days, evenings, nights, and/or weekends in an institution, clinic, or home providing basic support to licensed health care providers. This flexibly staffed class differs from Nurse's Assistant 1 in that an incumbent of the latter performs entry-level duties but is not responsible for performing laboratory control procedures.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Provides basic medical support to licensed health care providers: explains clinical and laboratory procedures to be performed; questions patients for medical history and understanding of clinical procedures; takes vital signs; administers visual screening tests; obtains blood and urine specimens; prepares specimens to transport to an outside laboratory; performs control procedures (e.g., cleaning, sanitizing, testing) on specimen testing equipment; may perform simple laboratory tests (e.g., blood, urine).
2. Ensures that patient units and assigned work areas are kept clean and that medical equipment and supplies are properly maintained: cleans work area, supplies, and equipment; completes order forms for needed medical supplies; compares supplies received to supplies ordered; places supplies in appropriate locations; visually inspects work area and equipment; reports any maintenance or safety problems to the proper authority.
3. Documents services or duties rendered and orders followed: lists vital signs, procedures performed, and observations made in patient's record; logs control procedures; documents completed tests and the results.
4. Performs clerical and related duties: maintains accurate, complete, and accessible patient records; files and locates medical records; operates basic office machinery (e.g., copier, computer, microfiche); locates patient information on computer, microfiche, or hard copy files; answers and routes incoming phone calls; sets up appointments.

Class Title:

5. May provide direct daily living care for residents: answers signal or call lights; bathes, dresses, and feeds residents; demonstrate self-care; observes residents to identify general changes in behavior (e.g., eating and sleeping habits, appearance); moves, lifts, or transfers residents; labels and inventories residents' personal items; writes notes on progress made in daily living activities.
6. Provides a safe and secure environment for residents: adjusts heel and elbow protective devices; restrains residents; observes patient's overall physical conditions; escorts residents to proper areas in the event of an emergency.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year in one or a combination of the following: providing individuals with full time personal (e.g., cleaning, serving meals, dressing), habilitative, rehabilitative, or medical care; medical records keeping, or medical laboratory work.

Substitution of Experience for Education: Qualifying experience in assisting individuals with their personal, habilitative, rehabilitative, or medical needs; medical records keeping; medical laboratory work; and/or office clerical work may substitute for the required education (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education). Substitution of Vocational Education for Experience: A diploma in practical nursing or certificate in nurse assisting or medical assisting may substitute for the year of required experience. Substitution of College Education for Experience: Nursing or medical assisting course work credit received from an accredited college or university may substitute for the required experience on a month-for-month basis to a maximum of one year such that 18 quarter hours in nursing substitutes for the year of required experience.

Necessary Special Qualifications: A valid motor vehicle operator license may be required.

Education equivalent to a high school diploma is required for certain positions.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.